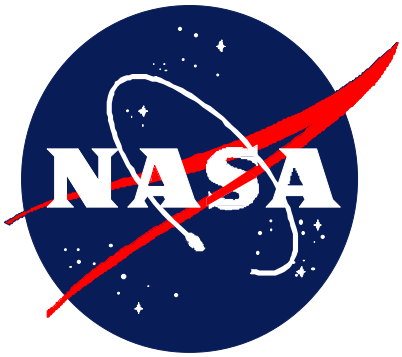
Office Work Instruction

HOWI 1410-Y015 Baseline
Effective Date: November 30, 1998

Responsible Office: YB/Business Management Division

Subject: Approve Quality Documents



OFFICE WORK INSTRUCTION

APPROVE QUALITY DOCUMENTS

(Conforming to ISO 9001 Quality System Requirements)

DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	**Document Revision**	**Effective Date**	**Description**
Baseline		11/30/98	

PREFACE

The NASA Office Work Instruction (OWI) for Approve Quality Documents defines the tasks and activities in conformance with the International Organization for Standardization (ISO) 9001 requirements for quality systems. The manual supplements the NASA Strategic Plan, Strategic Management Handbook, and other higher level NASA directives, which form the basis for how NASA conducts business.

This OWI is not intended to duplicate or contradict any other NASA policy, procedures or guidelines, which currently exist. As such, the OWI will reference prevailing documents where a topic is addressed and existing coverage is deemed adequate. Additional information provided within is intended to supplement existing documentation regarding Headquarters (HQ) implementation of strategic and program/project management, as well as HQ conformance with the ISO 9001 Quality Management System (QMS) requirements.

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1.0 PURPOSE

The purpose of this office work instruction (OWI) is to provide direction on what must be done to obtain proper documentation approval. It describes the steps that are to be taken to obtain concurrence on Earth Science Enterprise quality record. The OWI provides guidelines for reviewing and approving Earth Science Enterprise quality documents.

2.0 SCOPE

2.1 Scope. This work instruction describes the process performed by the Earth Science Enterprise (ESE) when approving a quality document. The process encompasses verifying the business accuracy of the quality document and obtaining the ESE Associate Administrator's (AA's) or Deputy AA's signature.

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2.2 Applicability. This work instruction for Approve Quality Documents applies to the NASA Office of Earth Science (OES, Code Y) offices and divisions. The Associate Administrator for Earth Science is responsible for maintaining this document. The controlled version of the manual is available on the World Wide Web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at http://hqiso9000.hq.nasa.gov. Any printed version of this OWI is uncontrolled (reference: HCP 1400.1, Document and Data Control). Proposed revisions of this manual will be accomplished by following HOWI 1410-Y15 (Approval of Quality Documents).

3.0 DEFINITIONS

3.1 Quality Record. Any Earth Science Enterprise accepted product that supports the enterprise quality management system.

3.2 Signature Authority. The designated management representative with authority to approve Earth Science Enterprise quality documents.

3.3 Document. A statement or form in conventionally written/electronic media, which presents policies, procedures, work instructions, instructional materials made part, directly or by reference, of the Quality Management System. For example: a training manual, a strategic plan, etc.

3.4 Document Control Board (DCB). A board comprised of a representative of each one of the Earth Science Enterprise divisions and the enterprise representative to the agency implementation team/ISO Project Office.

3.5 ESE Document Manager. The person who administers the Document Management System for the Earth Science Enterprise. They serve as the secretariat for the Document Control Board, and maintain the Master Product List of documents. Responsibilities include reviewing the draft document for format and conformance to standards. Accepts or rejects the documents into the electronic Document Management System.

3.6 Limited Applicability. Applies to marking/using superseded or obsolete documents; user must have documented authority to use previous/obsolete documents or products.

3.7 Maintaining Documentation. Providing storage, distribution, reproduction, document revisions, replacing documents in the field with the latest revisions, and disposition of obsolete and/or invalid

documents (i.e., historical, limited applicability, reference, etc., documents) for Master Product List

3.8 Master Product List. Controlled list(s) for documenting Quality record products.

3.9 Office of Primary Responsibility (OPR). The division director of the Enterprise Office responsible for preparing, submitting for review and approval, and maintaining the accuracy and currency of documents from baseline release through revisions.

3.10 Quality Management System. A management system which defines and documents an organization's quality policy, quality objectives, and commitment to quality.

3.11 Quality Products. Quality Products are represented not only as written and electronic documents but as products of non computer generated media.

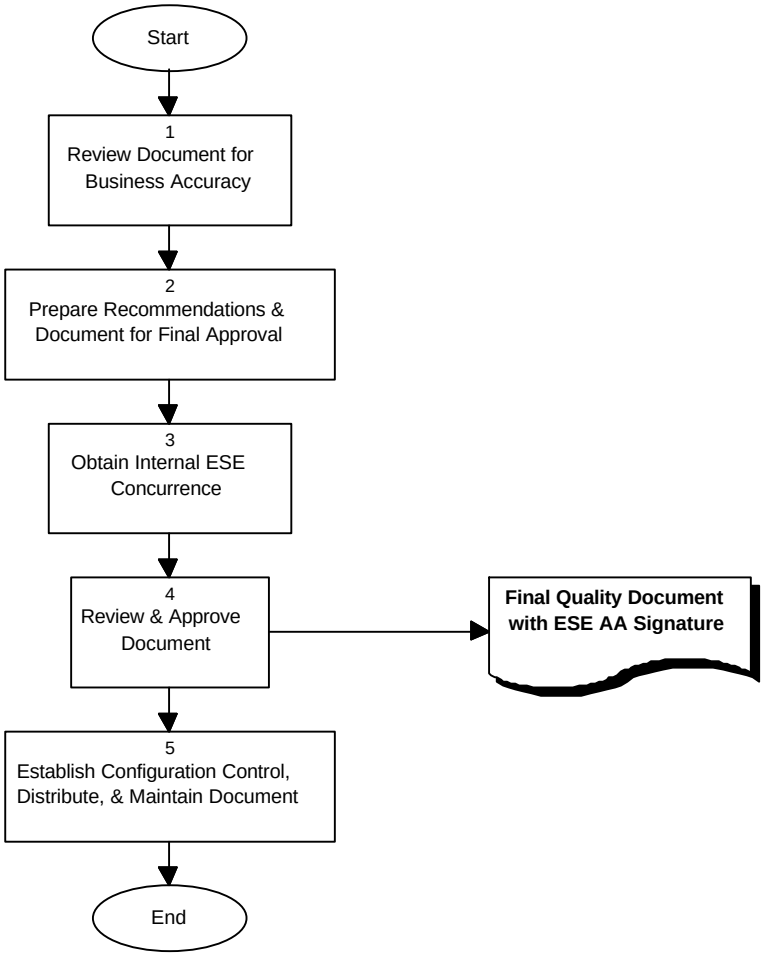
4.0 REFERENCE DOCUMENTS

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

HCP 1400.05.1	Document and Data Control Headquarters Common Procedure

5.0 FLOW DIAGRAM

The following diagram depicts the process described in Section 6. The output in boldface type represents the quality record listed in Section 7.



6.0 PROCEDURE

The following table describes the process flow diagram of Section 5.

Actionee		**Action**
		Verify Business Accuracy
OPR Director	1	Review Document for Business Accuracy. The Director of the OPR shall establish a review committee that conducts an assessment on the accuracy of the document under review. Once reviewed, the OPR signs the assessment and forwards it to the enterprise DCB.
Document Control Board (DCB) Chairperson	2	Prepare Recommendations and Document for Final Approval. The chairperson of the document control board develops a position from the findings of the review and prepares a set of recommendations and the final document for enterprise approval.
		Obtain Signature Authority
OPR Director OPR Representative ESE Divisional Office Managers	3	Obtain Internal ESE Concurrence. The director will ensure that the document is in the final format and coordinated among the parties. The OPR representative and other divisional office managers sign the document and present it to the AA for final enterprise approval.
ESE AA or Deputy	4	Review and Approve Document. The Associate Administrator has the final approval of the document by way of their signature
ESE Documentation Manager	5	Establish Configuration Control, Distribute, and Maintain Document. Once the document has been signed and approved, it is the responsibility of the Documentation Manager to control the configuration and distribute and maintain the documentation.

- Master List of Levels 1, 2, and 3 Quality Management System Documentation (Electronic)
- Document Management System List of Users
- NASA HQ Form 224 “NASA HQ Automated System Request

7.0 QUALITY RECORDS

Record	Owner	Location	Media	Retention	Disposition
Final Quality Document with ESE AA Signature	ESE Documentation Manager	Kept with ESE Documentation Manager	Hardcopy	30 days past document expiration date	Destroy 30 days after expiration